

## Spring 2013 ELPA Pre-ID and Initial Material Order Information

### **Pre-Identification of Students**

Pre-Identification of students and Initial Material Order for the Spring 2013 English Language Proficiency Assessment (ELPA) will open December 3, 2012. School and district coordinators will be able to view the Pre-Identified Student Report, enter additional students, and unassign students as needed on the BAA Secure Site at [www.michigan.gov/baa-secure](http://www.michigan.gov/baa-secure). Online ELPA districts will be receiving Pre-ID information by December 3rd as well.

1) The BAA will pre-identify students on December 3, 2012 in the Bureau of Assessment and Accountability (BAA) Secure Site and can be viewed on the Pre-Identified Student Report. The report is based on the Fall MSDS collection of students who have been identified as ‘Limited English Proficient (LEP) Eligible’ in the current school year’s fall MSDS submission or those, identified as ‘Historical LEP’ (students not exited for proficiency, but also not re-reported as LEP eligible).

Other Pre-ID information:

- Schools will receive printed barcode labels from the contractor for all students pre-identified and included on the Pre-Identified Student Report by 5:00 p.m. on January 11, 2013.
- Schools will be required to print barcode labels from the BAA Secure Site for students identified after January 11, 2013.
- All student answer documents **MUST** have a barcode label.

### **Initial Material Orders**

2) Schools must enter material orders on the BAA Secure Site in the Initial Material Order screen, even if students have been pre-identified by 5:00 p.m. January 11, 2013. **IMPORTANT:** Do not enter an order for the Spring 2013 ELPA in the Screener Material Order screen. ELPA online districts do not need to place an order for any students who are taking the online version of the assessment in Levels III-V.

Student demographic updates will be made in MSDS in April using the Spring 2013 submission. Public schools **should not** update the following student demographics on the BAA Secure Site (these demographics must be updated in the Michigan Student Data System (MSDS)):

- Limited English Proficient (LEP)
- Economically Disadvantaged (ED)
- Special Education (SE)
- Homeless (HL)
- Migratory Status (MS)

Instructions for completing the Pre-Identification process and entering Initial Material Orders can be found in the *BAA Secure Site User Manual*, which is located on the BAA Secure Site home page under “Assessment Documents” once you log in.

### **Questions?**

Please email us at [BAA@michigan.gov](mailto:BAA@michigan.gov) or call 877-560-8378 and select option 7.